

THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.

Open and Closed Session

Meeting of the Board of Directors

Conference Room, Metrolina Regional Scholars' Academy

Monday, February 29, 2016, 6:30 p.m.

Voting Members Present

Lee Keel, Chair
Renee Alsop
Jack Wagler
Makila Scruggs
Katherine Pair
Manish Mittal

Michael Matthews
Jen McClave
Noelle Sproul
Rob Watson
Karen Cleary

Not in attendance: Jessica Cuneo

Call to Order and Mission Statement. The meeting was called to order at 6:31p.m.

Approval of the Meeting Minutes of January 26, 2016 and February 1, 2016.

Action: Mr. Watson moved to approve the minutes from January 26 (with discussed changes) and February 1. Ms. Pair seconded the motion and the Board approved.

Announcements & Adoption of the Agenda.

Action: Ms. Scruggs moved to approve the agenda. Ms. Alsop seconded the motion and the Board approved.

Executive Director's Report.

2016-2017 Calendar:

The Board discussed the proposed calendar for the 2016-2017 school year. They agreed that they wanted to continue the discussion with Mrs. Cuneo regarding details of the calendar. However, the Board felt it was appropriate to approve the first day of school on August 29, which coincides with the CMS calendar.

Action: Ms. Alsop moved to approve the first day of school on August 29. Ms. Pair seconded the motion and the board approved.

Development Committee Report

Ms. McClave shared a proposed charter for the Development Committee (see attached)

Action: Ms. Sproul moved to approve the Development Committee charter, with content and formatting edits. Ms. Scruggs seconded the motion and the board approved.

Finance Committee Update

Mr. Watson presented the financial reports

Amendments:

Mr. Watson explained requested budget amendments (see attachment).

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Action: Ms. Sproul moved to approve the amendments. Mr. Mittal seconded the motion and the Board approved.

Strategic Planning Update

Mr. Watson updated the board on the status of the Strategic Planning Committee.

- Goals/objectives and metrics will be in document presented to board in April
- This document will then be presented to the Scholars community in May for feedback
- Current ideas is to get feedback in a Town Hall-like setting, as well as through email

Policy Committee Update

Ms. Scruggs shared policies for second review.

Equal Opportunity and Non-Harassment Policy (see attached)

Employee Discipline & Non-renewal (see attached):

Ms. Scruggs reviewed and confirmed consistency with employee handbook

Criminal Record Background Check Policy (see attached):

In accordance with NC statute and mirrors CMS. Fingerprints are for new employees and we can request for current employees. Add reference to discipline policy if don't notify of misdemeanor.

Action: Ms. Alsop moved to approve the above policies, with discussed changes. Ms. Sproul seconded the motion and the Board approved.

Field Trip and Chaperone Policy (see attached)

The board suggested changes to the presented policy:

- Adjust wording around ratios.
- Draft version with Code of Conduct as separate document.

The committee will confirm with vendor what personal information is in a report and how to protect parent privacy. The board will review the policy again at the next meeting.

Hiring Committee Update:

Committee thanks parents, students, faculty, staff and board for time with candidates. The committee will meet on Sunday, March 6. Special board meeting will be called Tuesday March 8, 6:30pm.

Mr. Boone's contract ran through end of January. For the month of February, he has requested \$3500, which is a discount. Will begin charging \$100/hour after 10 hours of March.

Action: Ms. Scruggs moved to extend Mr. Boone's contract at the rate discussed. Dr. Matthews seconded the motion and the Board approved.

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Board Development

- Mr. Keel and Ms. Sproul met with Ms. Cuneo to discuss her mid-year evaluation, including the feedback received from two selected teachers and an administrative member regarding her performance. The process was completed successfully and was a good learning experience about what to do going forward, given the change to a new performance tool (NC Principal Evaluation).
- Ms. Sproul is working on creating documents that explain board processes and procedures.
- Regarding Board recruitment:
 - Ms. Sproul is confirming current members' term dates and who will be rolling off the board
 - With this information, the board will understand what skill sets needed so we can be more deliberate about composition.
 - Board volunteers are needed to help on recruiting subcommittee.

Community Comments:

- Ms. Perotta commented on the hard job of the hiring committee. She was impressed by quality of candidates.

Board Calendar & Planning for Next Meeting:

The board will plan on a special board meeting with the hiring committee on March 8 at 6:30pm, unless they hear otherwise.

Motion to Adjourn. Ms. Scruggs moved to adjourn and Ms. Alsop seconded the motion.

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Development Committee Charter

Development Committee

Purpose

The development committee is commissioned by and responsible to the school's Board of Directors to assume the primary responsibility for developing the resources needed to help carry out the school's mission in accordance with the priorities set by the school's Board of Directors.

Appointments and Composition

1. Appointments of the chair of the development committee shall be made annually by the Board of Directors, in accordance with the by-laws.
2. The chair of this committee will be a board member.
3. Additional committee members may be appointed and need not be members of the Board of Directors.
4. The size of the committee depends on the number of tasks to be accomplished, but not so large that the chair spends all his/her time facilitating meetings and other logistics; 7 to 10 members is the average.

Roles & Responsibilities

This Committee's major role is to develop and oversee the implementation of the Board's fundraising strategies, both for annual operating funds and any capital campaigns. The Committee's work can be divided into several sub-categories, as described below, each of which will be headed by a subcommittee chair. In addition, the committee as a whole will work with the Development Director to support activities and tasks associated with development efforts, including volunteer recruitment. The Committee Chair's principal duties will be to coordinate and oversee the work of all the subcommittees, to help set time frames and goals for the year, to keep in close communication with other committee chairs, and to provide monthly reports to the Board.

A. Annual Giving Campaign (2 people)

- prepare and send out one annual fund solicitation per year to school community
- Manage parent ambassadors throughout the year
- Prepare and send out reminders to fulfill pledges
- devise strategies to increase overall SA family giving participation
- recruit and manage necessary volunteer support

B. Major Gifts, Sponsorships and Partnerships (2-3 people)

- identify and solicit businesses to sponsor specific programs
- identify potential major donors (both individuals and businesses) and develop strategies to cultivate their interest in Scholars Academy
- identify potential partnerships and/or collaborations
- develop tools and resources to help parents and board members* build potential sponsor relationships in community

C. Grants (2 people)

- Work with Development Director to create process for vetting opportunities sent from school community
- work with the Development Director to research grant prospects (both foundations and government) and to help prepare grant applications if opportunities are deemed viable

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D. Special Events (3 people)

- Coordinate Grandparent's Day event
- provide sponsor and hospitality support to various events during the year: I.e., Science Fair, Night of the Arts, Gifted Conference
- Coordinate annual gesture of Appreciation
- Consider and evaluate ROI for a major fundraising events. If deemed viable, oversee teams of volunteers (and/or board members) to organize and implement event

*All board members are expected to participate in some capacity with the development activities described above. That can include a wide range of possible activities from helping to plan a special event and/or recruiting a friend to get involved, to thanking donors, to finding new names to add to the mailing list, to cultivating potential donors by inviting them for a meeting over lunch or coffee to discuss Scholars Academy, and thinking of businesses that might sponsor a particular program.

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Budget Amendments

Budget Amendments - Meeting on
02/29/2016

	<u>Original</u>	<u>Adjusted</u>	<u>Difference</u>	
Revenue				
Rev -Fund Balance Appropriate	1,525,137.82	1,636,243.73	111,105.91	to adjust to actual cash balance at 06/30/2015
Rev - Confucius	2,500.00	7,599.39	5,099.39	to adjust to actual - after receiving grant for this school year
Rev - Music Grant	-	1,000.00	1,000.00	to record a restricted donation that was received
Total Revenue			<u>117,205.30</u>	
Expenses				
#6 Constructed Student Services - Athletic Services	1,000.00	1,500.00	500.00	needs to be increased to adjust to projected need
#16 Confucius Classroom - Instructional Supplies	2,087.39	5,099.39	3,012.00	to record a budget for expenses related to grant received
#3 Instructional Supplies - Band	-	1,000.00	1,000.00	to record a budget for the music grant received
Total Expenses			<u>4,512.00</u>	
Net change to budget surplus (deficit)			112,693.30	
Net change excluding fund balance appropriate			2,087.39	

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Equal Opportunity and Non-Harassment Policy (see attached)

EQUAL OPPORTUNITY AND NON-HARASSMENT

Scholars Academy hereby adopts the following Equal Opportunity and Non-Harassment Policy as part of its ongoing commitment toward maintaining both work and school environments free of discrimination and harassment for all employees and students. Its primary purpose is to assure responsive, consistent and timely resolution of individual and group concerns.

EQUAL OPPORTUNITY

It is the policy of the Board that all applicants for employment and employees will not be discriminated against on the basis of race, sex, color, religion, gender identity, sexual orientation, age, national origin or disability. This policy applies to all personnel actions, including recruiting, hiring, assignments, promotions, evaluations, transfers, compensation, training, discipline, termination and other terms and conditions of employment. Moreover, no person shall be discriminated against in any educational program, activity or service based on any of the above classifications.

HARASSMENT

The Board forbids harassment of any applicant for employment, employee or student on the basis of race, sex, color, religion, gender identity, sexual orientation, age, national origin or disability.

Harassment is conduct that has the purpose or effect of substantially interfering with an employee's employment or student's educational opportunity, creates an intimidating, hostile or offensive work or school environment, or otherwise affects an employee's employment or student's educational opportunities.

Harassment may include, but is not limited to:

- A. Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender identity, sexual orientation, national origin, age or disability or that of his or her relatives, friends or associates;
- B. Epithets, insults, jokes, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, gender identity, sexual orientation, national origin, age or disability, or
- C. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender identity, sexual orientation, national origin, age or disability that is placed, disseminated or circulated in the workplace.

SEXUAL HARASSMENT

The Board forbids sexual harassment of any applicant for employment, employee or student.

For purposes of this policy, unwelcome sexual advances, requests for sexual favors and other unwelcome conduct of a sexual nature constitute prohibited sexual harassment if:

- A. Submission to or tolerance of such conduct is made either an explicit or implicit condition of employment, job advancement or award of grades or other measures of student achievement;
- B. Submission to or tolerance or rejection of such conduct is used as a basis for an employment decision affecting an employee or any decision affecting a student;
- C. The conduct has the purpose or effect of substantially interfering with an employee's or student's performance;
- D. The conduct creates an intimidating, hostile or offensive work or school environment; or

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E. The conduct otherwise adversely affects an employee's employment or student's educational opportunities.

If for some reason an employee has initially welcomed prior sexual advances or conduct by active participation in or encouragement of such activity, he or she should specifically inform the alleged harasser that such conduct is no longer welcome in order for any subsequent conduct to be deemed unwelcome. Failure to give such notice in no way prevents the school from taking appropriate disciplinary action against the alleged harasser for his or her behavior.

The Board prohibits any conduct of a sexual nature directed toward students by faculty, administrators or employees and shall presume that any such conduct is unwelcome.

REPORTING

It is the policy of the Board to encourage all applicants for employment, employees and students who believe that they have been subjected to discrimination or harassment, including sexual harassment, to report such actions.

When possible, the Board prefers that complaints of this nature be resolved informally by reporting such complaints to the Executive Director, Assistant Director. However, should complaints involve the Administration they may be reported to the Chair of the Board. If informal resolution is not achieved, the complaint will be resolved in accordance with the Employee Discipline and Non-Renewal policy.

NON-RETALIATION

The Board requires all employees to cooperate in the reporting and investigation of all Equal Employment Opportunity complaints. Accordingly, any attempt to coerce, intimidate or retaliate against anyone who complains of discrimination or harassment or who assists in an investigation will not be tolerated and will result in disciplinary action, up to and including termination, subject to the Employee Discipline and Non-Renewal policy and any other applicable procedural requirements.

DISCIPLINE

All employees are expected to comply with the requirements and procedures stated in this policy. Any employee found to have engaged in discriminatory conduct or harassment or who has violated this policy in any way will be disciplined, up to and including termination, subject to the Employee Discipline and Non-Renewal policy and any other applicable procedural requirements. Conduct of a sexual nature by an employee directed toward students will also be reported to local law enforcement agencies and to the State Department of Public Instruction or others as may be required by law. Conduct of a criminal, sexual nature directed toward employees will be reported to local law enforcement agencies.

SCOPE OF POLICY

Nothing in this policy is intended to nor does it in any way impose any additional liabilities, requirements or obligations on the Board or the school beyond those liabilities, requirements and obligations imposed by applicable law.

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Employee Discipline & Non-renewal (see attached):

EMPLOYEE DISCIPLINE AND NON-RENEWAL

The Board acknowledges that the most important aspect of attaining excellence in education is the quality of the teaching staff and the administrative staff. With that in mind, the Board hereby adopts as policy and states its determination to strive for such excellence, and further declares its intent to employ teachers and administrators who possess, have exhibited, and who continue to strive for excellence in their preparation for, performance of, and contribution toward the educational process.

Hereafter, "At Standard" performance shall be considered the minimum acceptable standard of performance for teachers and administrators in the school system; however, "At Standard" performance shall not constitute any assurance to any teacher or administrator of rights to or consideration for employment or reemployment.

Subjective and objective appraisals of preparation for, performance of, and contribution toward the educational process and the needs of the school system shall be considered by the Board in making decisions to employ or to reemploy teachers and administrators.

A. Discipline

This policy applies to any and all employee conduct that Scholars Academy, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, Scholars Academy takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Scholars Academy's disciplinary process will generally proceed in a progressive manner. However, the Scholars Academy reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in any given situation (including taking disciplinary action more quickly or skipping steps in the disciplinary process).

1. Verbal Warning: An employee will be given a verbal warning when he or she engages in problematic behavior.

2. Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior within a close amount of time following a verbal warning. Written warnings will be placed in the personnel file for the remainder of the then-current school year (and longer, if determined to be warranted by the Executive Director and/or his or her designee).

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3. Suspension: A paid or unpaid suspension from position is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior within a close period of time to a written warning. All unpaid suspensions must be approved by the Board.

4. Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

B. Basis for Nonrenewal

The Board upon the Executive Director's recommendation, may refuse to renew the contract of any teacher or administrator, or to reemploy any teacher or administrator who is not under contract, for any cause it deems sufficient; provided, however, that the cause may not be arbitrary, capricious, discriminatory, or for personal or political reasons, or because the teacher or administrator engaged in activities that are protected by law.

C. Notice of Nonrenewal

If the Board has decided that it will not renew the contract of a professional employee for the following school year, the Executive Director shall notify the professional of this fact by June 1.

Date Adopted:

Date Amended:

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Criminal Record Background Check Policy (see attached):

CRIMINAL RECORDS BACKGROUND CHECK AND FINGERPRINTING

An applicant or employee's criminal history may indicate that the applicant or employee is not fit to work at Metrolina Regional Scholars Academy. Therefore, in accordance with N.C.G.S. § 115C- 332, a criminal records check of an individual's county, state or federal criminal history will be conducted on all applicants for employment who accept an offer of employment or re-employment, including full-time, part-time, substitute and temporary employees. A criminal records check may also be conducted on a selective, random or rotating basis for any current employees, annually rehired employees, and employees whose contracts are scheduled to be renewed.

In order to conduct an accurate check of criminal records, all applicants for employment will be required to submit to fingerprinting, and any current employee may be required to submit to fingerprinting. The refusal to consent to a criminal records check or fingerprinting will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn or the employee's employment will be terminated, as applicable.

If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, resume or any other required or submitted application-related document, that person may not be offered employment. If the person has been: (a) hired, or (b) offered employment conditioned on the results of a criminal history check, the person will be subject to disciplinary action up to and including dismissal or the offer of employment will be withdrawn, as applicable.

The results of criminal records checks will be considered in hiring, discipline, dismissal and other personnel decisions. If an applicant's or employee's criminal history or the resulting additional background check indicates that the person poses a threat to the physical safety of students or personnel or that the person has demonstrated that he or she does not have sufficient integrity, honesty, ethics or other traits to fulfill his or her duties as a public school employee, then the person's offer of employment will be withdrawn or the person's employment will be terminated. All newly hired and rehired employees (whether full-time, part-time, substitute or temporary) are employed conditionally pending the review of the criminal records check and any resulting additional background investigation.

Each employee is required to notify the Executive Director within five calendar days after any felony or misdemeanor criminal conviction, guilty plea or plea of no contest. Any employee who is aware of any criminal conviction, guilty plea or plea of no contest of another employee should notify the Executive Director.

Information obtained through the implementation of this policy shall be kept confidential as provided in Article 21A of Chapter 115C of the North Carolina General Statutes, and N.C.G.S § 115C-332(e). However, the criminal history received on any person who is certificated, certified or licensed by the State Board of Education will be provided to the State Board as required by N.C.G.S. § 115C-332(e).

As required by N.C.G.S. § 115C-238.29F(e1), this policy mirrors the "Criminal Records Background Check and Fingerprinting" policy of the Board of Education of the Charlotte-Mecklenburg School System.

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Procedures for implementing this policy will be developed and administered by the School's Executive Director.

Date Adopted:

Date Amended:

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Field Trip and Chaperone Policy (see attached)

Metrolina Regional Scholars Field Trip and Chaperone Policy

Metrolina Regional Scholars Academy ("Scholars Academy") believes that field trips provide a valuable educational experience for students. Off-campus trips allow for invaluable opportunities for experiential learning, increased student knowledge, and deeper understanding of a subject, while also adding realism to the topic of study. Without the help of volunteer chaperones, field trips would not be possible, so we thank all of our chaperones for their time in support of these activities.

In order to help ensure that off-campus trips result in a safe and rewarding experience for all participants, the following policy must be complied with to ensure the safety and well-being of all. This policy is intended to provide significant guidance for the creation of procedures governing the approval and oversight of off-campus trips but in no way is it to be considered all-inclusive. Good judgment is expected of all teachers, staff members and chaperones when planning and participating in field trips, athletic competitions, academic competitions and other school-sponsored off-campus activities.

For the avoidance of doubt, this policy applies to all activities sponsored by Scholars Academy that occur away from the Scholars Academy campus. The Executive Director (or designee) will develop appropriate procedures related to the administration of this policy.

The following criteria must be met with respect to all educational field trips and, to the extent applicable, athletic competitions, academic competitions and other school-sponsored off-campus activities:

- Educational field trips should only be recommended by instructional staff where the majority of the activity is related to educational programs and curriculum. No field trip will be considered that does not contain educational value to students.
- All educational field trips must be requested in writing in accordance with procedures established by the Executive Director (or designee), with deference given to planning in a manner as to give parents appropriate advance notice depending on the nature and cost of the related activity. The request should detail the purpose of the trip, how it relates to the curricular goals and the anticipated itinerary.
- Minimum chaperone ratios for educational field trips are as follows: K-2 should have a minimum of one chaperone per six students, and 3rd-8th grade should have a minimum of one chaperone per ten students. A smaller ratio may be required to the extent recommended by the coordinating staff member or required by the field trip venue.
- Any parent interested in serving as a chaperone for a field trip must adhere to the Chaperone Code of Conduct and submit to a criminal background check at least every two years. Failure to submit to a criminal background check will automatically disqualify a person as a chaperone on all field trips until such time as one is performed. The cost of the background check shall be the responsibility of the potential chaperone. Information obtained through a criminal background check may be discussed by administrative personnel, as well as appropriate legal counsel. Should the criminal background check lead to the disqualification of a parent/volunteer as a chaperone (as determined by the Executive Director on a case-by-case basis), the Executive Director will speak directly with said parent/volunteer privately to inform him or her of the issue. For the avoidance of doubt, decisions of the Executive Director are final.

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- To the extent that more qualified parents volunteer to be chaperones than are needed, the coordinating staff member and administration will consider whether any parents of children with severe and documented allergies or other documented health or behavior issues have volunteered and may elect to give priority to such parent volunteers. For co-ed groups, the administration and the coordinating staff member may also give priority to ensure that there is at least one male and one female chaperone. To the extent additional chaperones are needed, volunteers will be selected by an informal lottery process (in manner acceptable to the coordinating staff member and administration), keeping in mind that only one parent per family will be permitted the opportunity to be a chaperone. Those chaperones not chosen to go will be placed on a waiting list in the event that a chosen chaperone finds out later that he or she is unable to attend the field trip. Certain circumstances may result in a modification of these guidelines, as determine in the sole discretion of the Executive Director (or designee).
- For overnight trips that require students to stay in a “cabin” or hotel setting, female chaperones will stay with female students and male chaperones will stay with male students. For the avoidance of doubt, if a male is chosen to chaperone an overnight field trip and he has a female child, he will not be staying in a room with his female child. If a female is chosen to chaperone an overnight field trip and she has a male child, she will not be staying in a room with her male child. Male chaperones with male children may be able to stay in a room with their child and female chaperones with female children may be able to stay in a room with their child. If a chaperone is not in a room with his or her child, he or she will be expected to sleep on a cot in the hotel room, if necessary. If a chaperone is in a room with his or her child, he or she will be able to share a bed.
- Coordinating staff members must provide all chaperones with clear instructions in advance of trips to explain the basic schedule of the trip, the activities planned for the trip, expectations for supervising students and emergency procedures and to allow time for questions related to the trip and/or Chaperone Code of Conduct. The sponsoring staff member should provide chaperones guidance on what they should do in an emergency, including, without limitation, a medical emergency, natural emergency, lost child, or serious breach of rule. The coordinating staff member must also provide all chaperones with his/her phone number in the event questions come up during the trip, as well as the cell phone numbers of other chaperones.
- Trips sponsored by Scholars Academy should not be scheduled to personal residences. No trip will include destinations to the homes of Scholars Academy employees, parents or students. For the avoidance of doubt, this provision does not preclude the organization of activities by parents that are not sponsored by Scholars Academy.
- Objectionable material is not permitted on any trip sponsored by Scholars Academy. In determining whether material is objectionable, the staff member or Executive Director (or designee) should refer to the Media Policy and any related procedures.
- The safety of our students, employees and families must be considered during periods of heightened awareness. Therefore, any overnight trip must be cancelled if the National Homeland Security Threat Advisory code is imminent at the time of departure and/or if any severe weather alerts are in effect. If a trip is in progress, and the alert status goes to imminent, the sponsoring staff member and all chaperones should immediately return to the school, or other safe location, with the students.
- No student(s) should be excluded from participation in any compulsory field trip due to economic limitations. Requests for financial consideration should be submitted to the Executive Director (or designee), who will work with families to discuss options based on their status.

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- Sponsoring staff members are required to have available, at all times, medications for students with life-threatening conditions. If a student requires an Epipen or other medication related to potentially life-threatening conditions, the sponsoring staff member must ensure that, in addition to the required medications, an additional chaperone trained with the Epipen (or other such medication) accompanies the student at all times.
- When possible and/or practical, children will be transported by Scholars Academy-owned buses, public transportation or chartered bus service or, in the case of academic and athletic competitions, by transportation independently arranged by parents. Chaperones should only be asked to drive students on field trips as a last resort and only when the distance from the Scholars Academy is less than a two-hour drive. To the extent a chaperone is required to transport any student in their vehicle, such chaperone will provide Scholars Academy with a copy of the chaperone's driver's license and evidence of effective insurance, to be maintained on file in the school office. The Executive Director (or designee) shall develop appropriate procedures ensuring that the chaperone has emergency "consent to treat" packets regarding any child that they are transporting. To the extent a chaperone is requested to follow a bus transporting students, for the avoidance of doubt, that chaperone should not transport any student other than their own child.

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Chaperone Code of Conduct

Prior to a field trip sponsored by Scholars Academy, the coordinating staff member will provide each chaperone with clear instructions in advance of trips to explain the basic schedule of the trip, the activities planned for the trip, expectations for supervising students and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please talk to the coordinating staff member or Executive Director (or designee).

1. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating staff member, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. Chaperones must follow the trip plan developed by the sponsoring staff member. Any discussions about decisions and policies should be held in private and not in the presence of students. Chaperones are expected to put the needs of the students and trip organizers ahead of personal preferences about the trip.
2. In order to comply with school policy, before or during the field trip, chaperones may not use or possess alcohol or other drugs, may not use tobacco in the presence of, or within the sight of, students, and may not administer any medications, prescription or nonprescription, to students except with respect to the administration of EpiPens or medication related to potentially life-threatening conditions except to the extent such chaperone is trained in the use thereof and has been designated for this purpose.
3. Students must be supervised at all times while at a school sponsored event. Each chaperone will supervise a small group of students (which may or may not include your own child), helping them learn and making sure they behave appropriately. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Chaperones should not use their cell phone for non-emergency or non-trip related purposes, nor should a chaperone's attention be devoted to outside work or reading while students are under a chaperone's supervision.
4. Student behavior is the responsibility of the chaperone. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the sponsoring staff member. Notwithstanding that a chaperone is responsible for student behavior, only the coordinating staff member should discipline a student.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Adult chaperones or staff members attending a field trip may not bring children not in the relevant class on a field trip. Siblings and family members may not participate in a school sponsored field trip to avoid distraction from primary responsibility of supervising a group of students.

THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.

Open and Closed Session

Meeting of the Board of Directors

Conference Room, Metrolina Regional Scholars' Academy

Monday, February 29, 2016, 6:30 p.m.

7. Volunteers with known conditions that could affect their ability to safely and effectively supervise children should not chaperone.

8. Chaperones should be aware of what protocol to follow in the event of an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where your cell phone is, and where the Emergency Consent to Treat packet is located. Keep the cell phone contact number of the coordinating staff member and other chaperones available.

9. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip-planned stops, and make sure that all students have the appropriate safety restraints. You must provide a copy of your driver's license and evidence of insurance to the school office and should otherwise follow the procedures established by the Executive Director (or designee) related to medical emergencies.

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In the event that I have a personal emergency while chaperoning, please contact:

Printed Name Relationship Daytime Phone

I acknowledge that I have received the "Chaperone Code of Conduct," have read these guidelines, and agree to comply with these guidelines with respect to my service as a chaperone on the field trip sponsored by _____ going to _____ on _____. I also acknowledge that failure to comply with this code of conduct may disqualify me from serving as a chaperone on future field trips sponsored by Scholars Academy.

Printed Name _____ Date _____

Signature _____ Cell Phone _____